

**VILLAGE OF HEISLER
REGULAR COUNCIL MEETING MINUTES
HELD IN THE COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE
JANUARY 17, 2018 @ 7:00 P.M.**

The meeting of the Council of the Village of Heisler was held in the Council Chambers at the Village of Heisler Office in Heisler, Alberta on Wednesday January 17, 2018 @ 7:00 p.m.

PRESENT: Bonita Wood Mayor
 Brandon Martz Deputy Mayor
 Jon Williams Councillor
 Amanda Howell Chief Administrative Officer

CALL TO ORDER:

Mayor Wood called the meeting to order at 7:01 p.m.

ADOPTION OF AGENDA:

Motion 381/18

Moved by Deputy Mayor Martz to adopt the agenda with the following addition:

9.1 - Termination of Certified Utility Operator Services Agreement with Flagstaff County

CARRIED

MINUTES:

Motion 382/18

Moved by Councillor Williams that Heisler Council adopt the December 15, 2017 regular council meeting minutes as presented.

CARRIED

DELEGATIONS: NONE

PUBLIC HEARING: NONE

BYLAWS:

Fees and Charges Bylaw #504-18

Motion 383/18

Moved by Councillor Williams that Heisler Council gives **first** reading to Bylaw #504-18 the Fees and Charges Bylaw.

CARRIED

Motion 384/18

Moved by Deputy Mayor Martz that Heisler Council gives **second** reading to Bylaw #504-18 the Fees and Charges Bylaw.

CARRIED

Motion 385/18

Moved by Mayor Wood that Heisler Council proceeds to **third and final** reading of Bylaw #504-18 the Fees and Charges Bylaw.

CARRIED

Motion 386/18

Moved by Mayor Wood that Heisler Council by **unanimous consent** gives third and final reading to Bylaw #504-18 the Fees and Charges Bylaw.

CARRIED UNANIMOUSLY

POLICIES:

Land Sale Agreement for Lots Requiring Development Policy #1211

Motion 387/18

Moved by Councillor Williams that Heisler Council table agenda item 7.1, the Land Sale Agreement for Lots Requiring Development Policy.

CARRIED

5 Year Capital Plan Policy #6100

Motion 388/18

Moved by Mayor Wood that Heisler Council approves the 5 Year Capital Plan Policy #6100 as presented and instruct the CAO to add the capital priorities to the plan to be used as a guide for future capital project ideas.

CARRIED

OLD BUSINESS:

Select Engineering Consultants Ltd. – Proposed Sanitary Sewer Improvements

Motion 389/18

Moved by Councillor Williams that Heisler Council accept the December 21/17 letter from Select Engineering Consultants Ltd. concerning sanitary sewer improvements as information and instruct the CAO to ensure the remaining projects are listed in the 5 Year Capital Plan and that grant applications are submitted as required for the projects.

CARRIED

NEW BUSINESS:

Termination of Certified Utility Operator Services Agreement with Flagstaff County

Motion 390/18

Moved by Deputy Mayor Martz that Heisler Council instruct the CAO to draft a letter to Flagstaff County giving them thirty (30) days' notice of Heisler's intention to terminate the Certified Utility Operator Services Agreement as Public Works Foreman, Jordan McIntyre received his Small Systems Water and Wastewater Certification on January 16, 2018.

CARRIED

COUNCILLOR REPORTS:

Mayor Wood's written report – None

Mayor Wood's verbal report – None

Deputy Mayor Martz's written report – None

Deputy Mayor Martz's verbal report – None
Councillor William's written report – None
Councillor William's verbal report – Flagstaff Intermunicipal Partnership – January 8/18
Public Works written operating report – December 12/17-January 11/18 & Equipment Inventory List
Bylaw Enforcement written report – December 2017
Director of Emergency Management written report – None

Motion 391/18

Moved by Councillor Williams that Heisler Council instruct the CAO to put up for tender any item that is not operational and or not needed as per the equipment inventory list. The CAO is instructed to advertise the sale of the items on Kijiji from January 22-March 1, 2018 and on the village Facebook page for **\$500** or best offer. The purchaser must take all items and must make an appointment to view the items. In addition, the CAO is instructed to research the cost of contracting grader services for roadway/alley maintenance and snow removal and to present the information at the February council meeting.

Motion 392/18

Moved by Deputy Mayor Martz that Heisler Council accept the Council, Public Works, Bylaw Enforcement and Emergency Management reports as presented.

CARRIED

CAO REPORT AND ACTION LIST:

Motion 393/18

Moved by Mayor Wood that Heisler Council accept the Action List and CAO written report from the December 15, 2017 regular council meeting as information.

CARRIED

FINANCIAL:

Cheque Register

Motion 394/18

Moved by Councillor Williams that Heisler Council accept the cheque register #20113784-#20113820 for December 1-15, 2017 in the amount of **\$23,162.49** as presented.

CARRIED

Cheque Register

Motion 395/18

Moved by Deputy Mayor Martz that Heisler Council accept the cheque register #20113821-#20113835 for December 16-31, 2017 in the amount of **\$13,520.90** as presented.

CARRIED

Acceptance of Petty Cash Expenses

Motion 396/18

Moved by Councillor Williams that Heisler Council instruct the CAO to pay the petty cash expenses for late December 2017 and early January 2018 in the amount of **\$66.25**.

CARRIED

December Financial Statement

Motion 397/18

Moved by Councillor Williams that Heisler Council accept the balance shown on the December 2017 Financial Statement as presented.

CARRIED

Proposed Flagstaff Intermunicipal Partnership (FIP) Committee 2018 Budget

Motion 398/18

Moved by Councillor Williams that Heisler Council approve the proposed 2018 Flagstaff Intermunicipal Partnership budget as presented with Heisler's requisition of **\$678.93**, and instruct the CAO to draft a letter to the FIP committee to inform them of Council's approval of the budget.

CARRIED

Adoption of Village of Heisler Operating and Capital Budget - 2018

Motion 399/18

Moved by Mayor Wood that Heisler Council adopts the 2018 Operating and Capital budgets as presented.

CARRIED

Recess Meeting

Motion 400/18

Moved by Councillor Williams that Heisler Council recess the meeting at 8:17 p.m.

CARRIED

Reconvene Meeting

Motion 401/18

Moved by Councillor Williams that Heisler Council reconvene the meeting at 8:20 p.m.

CARRIED

Unbudgeted Expenses:

a) Certified Utility Operator Services

Motion 402/18

Moved by Deputy Mayor Martz that Heisler Council accept invoice #27671 of **\$3,988.77** from Flagstaff County for Certified Utility Operator Services from November 1-30, 2017 and **\$356.27** from the Village of Forestburg as unbudgeted expenses and instruct the CAO to transfer **\$4,345.04** from General Reserves in 2017.

CARRIED

b) Battle River Economic Opportunities Committee (BREOC) – Coal Community Transition Fund (CCTF) grant application by Urban Systems

Motion 403/18

Moved by Councillor Williams that Heisler Council accept invoice #20170206 of **\$2,142.85** from the Village of Forestburg from December 27, 2017 for the creation of the Community and Regional Economic Support (CARES) grant application to the Coal Communities Transition Fund (CCTF) program by Urban Systems as an unbudgeted expense and instruct the CAO to transfer the funds from General Reserves in 2017.

CARRIED

c) Flagstaff Waste Management and Sunderman Trucking Ltd. Invoices

Motion 404/18

Moved by Mayor Wood that Heisler Council accept invoice #78378 of **\$1027.65** plus gst from Flagstaff Regional Solid Waste Management from October 30, 2017 and invoice #11944 of **\$300** plus gst from Sunderman Trucking Ltd. from October 19, 2017 as unbudgeted expenses and instruct the CAO to transfer **\$1327.65** from General Reserves in 2017.

CARRIED

d) Certified Utility Operator Services

Motion 405/18

Moved by Deputy Mayor Martz that Heisler Council accept invoice #27752 of **\$3,042.56** from Flagstaff County for Certified Utility Operator Services from December 1-31, 2017 as an unbudgeted expense and instruct the CAO to transfer the funds from General Reserves in 2017.

CARRIED

CORRESPONDENCE:

Motion 406/18

Moved by Mayor Wood that Heisler Council accept the Correspondence item numbers 13.1 to 13.19 as information and instruct the CAO to include the titles of the letters or memos in the Council meeting minutes.

- 13.1 Flagstaff County – Heisler School
- 13.2 Alberta Infrastructure – Canada Infrastructure Plan
- 13.3 Strathcona County – 2018 Fire Dispatch Client Update
- 13.4 RhPAP Conference – Stepping It Up: A Renewed Impact
- 13.5 Alberta Economic Development and Trade – Coal Community Transition Fund
- 13.6 Flagstaff Intermunicipal Partnership – December 11/17 meeting minutes
- 13.7 PRL Board Talk – November 9/17 meeting highlights
- 13.8 Interagency Minutes – December 5/17
- 13.9 Trent Cleveland, Killam RCMP Commander – FIP Presentation
- 13.10 The Honourable Doug Black, Q.C., Senator – Congratulations
- 13.11 Village of Forestburg – Extension of Regional Fire Chief Agreement
- 13.12 Flagstaff County – Emergency Services Committee Meeting-Recommendation
- 13.13 Town of Sedgewick – Approval of ACP Grant Application and RESC Start-up Budget
- 13.14 Town of Daysland – Recommendation for approve ACP Grant Application
- 13.15 Village of Forestburg – 2018 FRSWMA Budget

- 13.16 Flagstaff County – Flagstaff Regional Solid Waste Management Association
2018 Budget
- 13.17 Town of Daysland – 2018 Proposed FRSWMA Budget
- 13.18 Village of Lougheed – ACP Grant Application
- 13.19 The Bethany Group – 2018 Lodge Requisition

CARRIED

IN CAMERA

Motion 407/18

Moved by Mayor Wood to go In Camera to discuss a Land item at 10:08 p.m.

CARRIED

OUT OF CAMERA

Motion 408/18

Moved by Mayor Wood to go Out of Camera at 10:58 p.m.

CARRIED

Land Item – Utility Services Invoices – Lots 4&5, Block 2, Plan 1810 B.Q.

Motion 409/18

Moved by Deputy Mayor Martz that Heisler Council agree to pay **\$475.00** of invoice #10430 from Forestburg Transit Mix for the utility (water) service installation at lots 4&5, block 2, plan 1810 B.Q. The \$475 will cover the cost of the curbstop & drain, the service box & rod, and 1 hour of labour to replace the curbstop.

CARRIED

DATE OF NEXT REGULAR COUNCIL MEETING:

February 15, 2018 @ 7:00 p.m.

ADJOURNMENT:

As all items on the agenda were discussed, Mayor Wood adjourned the meeting at 11:18 p.m.

X

Bonita Wood
Mayor

X

Amanda Howell
CAO

January 17, 2018